

code **ORIGINAL** STAFF

STD. 262 (REV. 10/92)

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DEPARTMENT  
OPR

PCA# 1120

TELEPHONE NUMBER  
916-323-7646

ZIP CODE  
95814[illegible]

RECEIVED  
OCT 21 2009  
OFFICE OF PLANNING & RESEARCH  
ADMINISTRATIVE SERVICES

CLAIM TOTAL	\$	\$113.60
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(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

Attended Bay Area Volunteer Leaders Forum and Presidio Trust Lunch

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

4vbd289

(14) MILEAGE RATE CLAIMED

AGENCY ACCOUNTING OFFICE  
USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

\$0.55

THEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

(15) CLAIMANT'S SIGNATURE

DATE: 10/19/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE 10.20.04

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)